



Base Bulletin

Vandenberg AFB, CA 93437-0759



18 Dec 2002

No. 51

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items via email to publishing.management.dci@vandenberg.af.mil or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614 to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I — ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961.

Safety Hazard: Dial 5-SAFE (If off base, dial 605-SAFE).

SECTION II — OFFICIAL

1. Team Vandenberg:

a. 30LRS Transportation Needs Assessment: The needs assessment survey will take place from 18 Dec 02 through 22 Dec 02. This survey will provide valuable information to assist base and local community officials identify unmet transportation needs for this area. It will also be used to develop potential and future solutions and bridge the transportation gap between Santa Maria, VAFB and Lompoc. Drop boxes can be found at the following locations: Breakers, Military Personnel Facility, Pacific Coast Club, Base Clinic, Base Exchange, Commissary and the 381st Training. Please take the time to complete this survey. POC: TSgt Pocaigue, 30LRS/LGRVO, 6-5255.

b. Office Closure: 20 Dec 02. The Family Support Center Flight will be closed from 1200-1400 for an official function. If an Air Force Aid Society emergency arises, please contact the Command Post at 6-9961. POC: Sally Galligan, 30 MSS/DPF, 6-0801.

c. Retirement Barbeque: The Men and Women of the 30th Civil Engineer Squadron cordially invite you to attend a retirement BBQ honoring Ms. Barbara Garbiso. Ms. Garbiso is retiring from Civil Service after nearly 32 years of Federal Service. The BBQ will be held on 20 Dec 02 at 1200 in Bldg 10721. (Corner of Washington and Nevada) Parking will be available at the rear of the building. BBQ menu: tri-tip, beans, salad, bread, soda, and cake. Cost is \$6.00 per person. Seating is limited so purchase your tickets early! Tickets may be purchased beginning 4 Dec 02 and no later than 15 Dec 02 from Service Contracts, Lana or Sony, in Bldg 11439, Room 130. If you would like to make a presentation at the BBQ, please let us know when you purchase your ticket. POC: Lana Davenport, 30CES/CEOEC, 6-2330.

d. 25th Anniversary Memorial Service: 20 Dec 02, 1300 at Fire Station #2 (Bldg. 10660). The Vandenberg AFB Firefighters cordially invite you to the 25th Anniversary Memorial Service for those who made the ultimate sacrifice during the 1977 Vandenberg wild land fire. POC: Jocelyn Branson 30 CES/CEF, 6-3111.

e. Retirement Ceremony: The Men and Women of the 30 MXG cordially invite Team Vandenberg and Tenant units to the retirement ceremony honoring MSgt Quinn Johnson's 24 years of service in the United States Air Force. The ceremony will commence on 31 Dec 02 at 1400 in Chapel II. POC: 1Lt Jimmie Bowyer, 30 MXG/CCE, 5-8088.

f. Team Vandenberg 4th Quarter Awards Suspense: All Company Grade Officer, Enlisted, Civilian, and Volunteer packages are due NLT 1630 Hrs, 3 Jan 03. Hand carry packages (except Civilian Category) to Bldg 10577, Room C-104, 30 SW/JAE, addressed to 30 SW/CGO Board Facilitator, 30 SW/Enlisted Board Facilitator, and 30 SW Volunteer Board Facilitator. Deliver Civilian nomination packages to 30 MSS/DPMP, Bldg 11777, Room C-216. Rules of Engagement/Criteria can be found at the following link: http://www.vandenberg.af.mil/awards_promotions/guidance/index.htm. (30 MDG/CEM, 6-8736)

g. Reschedule of Annual New Programs: 16 Jan 03 at 1000 in the Building 7000 Theater. This briefing will focus on more than 20 new programs at the 30th Space Wing. The briefing is classified FOUO. POC: Paul Klock, 30 SW/XPR at 5-7210.

h. Tax Volunteers Needed: Tax volunteers for all units are requested for the upcoming tax season. Training is provided by the Internal Revenue Service (IRS) and California during the second and third week of Jan 03. Help your unit by becoming a volunteer. POC: Ann Fox, 30SW/JA, 5-3668 or by email.

2. 30th Space Communications Squadron:

a. For Emission Security (EMSEC) information: Check the AFCA Information Assurance web site at https://www.afca.scott.af.mil/ip/infoserv_menu.cfm. You will find and review updated information in the form of Emission Security Information Messages (ESIM) at <https://www.afca.scott.af.mil/ip/ipnewstand/gcimessagesSub.cfm?messageCatID=4>.

b. Revised Publications: Effective immediately, the following publication is now available on the VEPDL, <http://vepdl.vandenberg.af.mil>, AFSPCI10-1202_14AFSUP1, Crew Force Management, 30SWPAM91-1, Mid-Air Collision Avoidance (effective 1 Jan 03), and 30SWIND02, 14 Air Force and 30 Space Wing Index. (30SCS/SCSP-DCI, 6-7892/4)

3. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: SSgt Papa, ext 6-0904 (30LRS/LGRT)

b. It's Your Move: If you are scheduled to make a Government sponsored move this message is for you. The Traffic Management Office (TMO) would like to send you information to assist you with your move. Along with the briefings, an "E" package of tips and information on your upcoming move can be emailed to your computer. POC: Maureen Burt, 6-6932/33 (30LRS/LGRT)

c. Attention TMO Customers: If you have recently arrived PCS and have household goods in storage awaiting quarters, schedule delivery of your personal property as soon as you have a firm address and move in date. Local agents may not be able to provide prompt delivery services if they are not provided sufficient lead-time. POC: SSgt Agcaoili, 6-0906 (30LRS/LGRT)

4. Civilian Personnel: (30 MSS/DPCE, 6-5847)

a. Voluntary Leave Transfer Program: Shannon Reeves - Davis Monthan AFB, Mary Shepherd, Robins AFB, Ricardo G. Santos, Onizuka AFS, Denise Christopher, Luke AFB, Diane Fowler, Izmir Turkey, Ethel Carter and Janet Brown, Scott AFB, Frank Rohosy, Pittsburgh IAP, Kevin Hanson, Anthony Karas, and Gail Knitter, General Mitchell IAP WI, Lora M. Hudson, Kirtland AFB, Jacquelyn Schmidt, AF Academy, Annie I. Easton, Andrews AFB, Donna Norsworthy, AFAA Little Rock AFB, and Jane Kelsey, Eglin AFB are all in need of leave donations. Civilian employees who would like to donate a portion of their annual leave must complete an Optional Form 630-A. You can go by Building 11777, Room B-105 to pick-up and/or turn in your form. You can access this form on the web at: http://www.opm.gov/FORMS/PDF_FILL/opm630A.pdf.

b. Federal Long Term Care (LTC) Insurance: Current Federal civilian employees, active duty military members, retired Federal civilian employees, retired military members, eligible spouses and adult children, and other eligible groups, may participate in the program. Questions about LTC insurance can be directed to the LTC partners at 1 800 582-3337, between the hours of 0800 to 2000 Eastern Standard Time (EST), or via the main web site: www.ltcfeds.com. A separate number, 1 800 843-3557, for the hearing impaired is available. Apply during Open Season and your premium will be based on your age as of 1 Jul 02. Time is running out, Open Season ends on 31 Dec 02.

c. Weingarten Right: Federal civilian employees who are members of a bargaining unit have the qualified right to union representation during investigatory interviews/meetings. This Weingarten right is mandatory when the following four (4) conditions are met:

1. The meeting between the employee and management official(s) must be an examination;
2. The examination must be in connection with an investigation;
3. The employee must reasonably believe that disciplinary action may result from the meeting; and
4. The employee must request representation.

5. 30th Security Forces Squadron Information:

a. Firearms Registration: IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1, all Base residents who own or possess firearms must register them with the Pass and Registration Office. To

initiate the process, request an AF Form 1314, Firearms Registration. Members can obtain it from their own unit Orderly Room, or from Pass and ID. If the owner is directed or required to store the weapon in our armory, then take the form (and weapon) to the armory. If the weapon does not need to be stored in the Armory complete the form in triplicate, and take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

b. Neighborhood Watch Program: This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Resource Protection Monitor, 5-0797. (30 SFS/SFOSP)

c. Vehicle Decal: It is that time of the year again renew your 02 Vandenberg Air Force Base vehicle decal. Please stop by Pass and Registration today, with your current state registration, current driver license, military/civilian/contractor authorized identification, and a copy of your current insurance certificate for the vehicle. Vehicles not registered in the state of California may be required to provide proof of California emissions testing. Feel free to contact Pass and Registration at 6-1853 for additional information. (30SFS/SFOVX, 6-1853)

d. Office Symbol Change: Pass and Registration has changed its office symbol from SFAM to SFOXI. (30SFS/SFOXI, 6-1853)

6. Civil Engineering Information:

Attention Base Housing residents: When you notice a problem or malfunction in your home, call 734-5586 to initiate a service call. You will be provided a service call number and estimated date and time the work will be performed. There are three categories of service calls:

- Emergency for immediate danger to property or life. Response within one hour and completion within 24 hours.
- Urgent impacts quality of life, requiring repair (leaking faucets, broken window etc.) and completion within 3 calendar days.
- Routine for primarily cosmetic repair, which does not significantly impact quality of life. Requires completion within 5 calendar days.

There are always exceptions to this timeline requirement so each service call is addressed on a case-by-case basis by service contracts. If you feel the contractor is not providing you service within these guidelines, an AF Form 714, Customer Complaint Form, is available at the Housing Office for complaints regarding service from the MFH contractor. Service Contracts will review your complaint and take the appropriate action. (30CES/CEH, 6-3477)

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

Mary E. Meyer
Chief, Publishing Management

SECTION III — UNOFFICIAL

General Information:

a. Commissary Meat Department Guess: 19 Dec 02: Stop by our Meat Department and guess the weight of a beef change from the usual Christmas Dinner. POC: Paige Zuniga, DECA, 734-3354, ext. 225.

b. Base Theater Schedule: 20 Dec 02: Closed. 21 Dec 02: The Ring, Rated R, Showtime at 1930 with doors opening at 1910. 22 Dec 02: I Spy, Rated PG-13, Showtime 1930 with doors opening at 1910. Please call Theater schedule at 734-1315 for any further information. (AAFES)

c. Holiday Safety. The Consumer Products Safety Commission offers the following tips to help you towards this goal: A little Defensive Driving doesn't hurt anyone; in fact, it can be a lifesaver! Here are some tips: When it's foggy or inclement weather, drive at reduced speeds so you can stop quicker. Always use your turn signal when making a turn; this gives other drivers time to react. Tap your brakes to warn of your intention to stop or are slowing down. Maintain at least triple the normal following distance from the vehicle ahead of

you. We've had several incidents of privately owned vehicles (POV)-related injuries in recent months. Don't be part of the statistic! (POC: 5-SAFE or 5-7233)

d. Titan Toastmasters: Titan Toastmasters is a group dedicated to public speaking. Learn how to speak effectively in a no pressure, supportive environment! You can learn how to run meetings and think on your feet too. Come and be our guest. Meetings are open to everyone. Meetings are held at the Services Center on Thursdays from 1530 to 1630. POC: Bruce Henderson, 533TRS/DOB, 6-1541, ext 3722.

e. The Video Teleconferencing Facility (VTF): Provides a live interactive communication tool for DOD and government contractors for Official Government business. The VTF can conference with over 800 sites including Peterson, Patrick, Los Angeles, Minot, Cape Kennedy and the Pentagon. Capabilities include sending presentations via your laptop computer, hard (paper) copy, transparencies and 3D objects. Up to 25 sites can participate simultaneously during a videoconference. For those who need security, conferences can be "classified" up to the secret level. POC: Howard Wallace, 30SCS/SCSVCV, 5-0397, or email your request to howard.wallace@vandenbergh.af.mil.

f. 9th Space Operations Squadron Commissioning Program: Is accepting applications for a deserving Airman Commissioning Program position. The AFSC for the announced position is 33S4 (Communications and Information Officer). Packages are due NLT 10 Jan 03. POC: MSgt Taft, 9SOPS/CCA, 5-4484.

g. Cultural Homestay Institute (CHI): Looking for Host Families to host a Japanese student (Jr. High – High School age), 26 Mar–3 Apr 03. The Cultural Homestay Institute), a non-profit student exchange program who will be sending 15 - 17 Japanese students for a 10 day stay. CHI's purpose is to afford families the opportunity to learn about people from other countries first-hand and to share one's own values with them. Please contact Diana Gellentien at 735-9168 or 735-2771, ext 238. (CHI)

h. DMS 3.0 End User Training: The Base Communications Center will be hosting a team offering DMS 3.0 user training. The Base will be soon be upgrading to the newer version, which has a significantly different interface from previous versions of DMS. Though not mandatory, it is highly recommended and encouraged people who use DMS to send official email (i.e. Secretaries, Executive Officers, Information Managers, etc.) attend. There will be morning and afternoon classes, held in the 2nd floor Conference Room, Building 12000, available on the following dates: 20 Dec 02, 0730-1130, (10 slots available), 20 Dec 02 1230-1630 (14 slots available), 6 Jan 03 0730-1130, (19 slots available), 6 Jan 03 1230-1630 (20 slots available), 7 Jan 03, 0730-1130 (16 slots available), 7 Jan 03, 1230-1630 (15 slots available), 8 Jan 03, 0730-1130, (19 slots available), 8 Jan 03, 1230-1630 (20 slots available), 9 Jan 03, 0730-1130, (21 slots available). POC: SSgt Alan Palazo, 30SCS/SCBG, 6-7198, alan.palazo@vandenbergh.af.mil.

i. FY 03 DAPS Print Request's Arrival: Please stop by and pick up a pad of tickets. One pad per requester due to a limited quantity on hand at this time. POC: DAPS, Rene Torres, 6-2341.

Chapel: (30SW/HC, 6-5773)

Holiday Christmas Schedule

| | | | |
|--------|------|----------------------------------|-----------|
| 22 Dec | 1715 | Chapel Community Caroling | Chapel I |
| 24 Dec | 1700 | Christmas Children Mass | Chapel I |
| 25 Dec | 0000 | Midnight Mass | Chapel I |
| 25 Dec | 1000 | Christmas Day Mass | Chapel I |
| 25 Dec | 1130 | Protestant Christmas Day Service | Chapel I |
| 28 Dec | 1700 | Saturday Mass | Chapel II |
| 29 Dec | 1000 | Sunday Mass | Chapel II |
| 29 Dec | 1130 | Combined Worship Service | Chapel I |
| 31 Dec | 2200 | Watch Night Service & Fellowship | Chapel I |
| 31 Dec | 1700 | New Year's Vigil Mass | Chapel II |

Note: Please call the Chapel at 6-5773 for further Holiday Information or activities

Family Support Center: Pre-Register for all Classes, Workshops & Seminars (30 MSS/DPF, 6-0039).

a. WIC Office Comes To You: 19 Dec 02. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center the 4th Thursday of each month from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC Office at 737-6470 for an appointment.

b. Thrift Savings Plan: 19 Dec 02, 1100-1200. The new Uniformed Services Thrift Savings Plan is here! This 401K-type plan will allow military members the opportunity to accumulate long-term tax deferred

savings. Get the information you need on enrollment, investment vehicles, and much more. Check out the new thrift savings plan at <http://www.tsp.gov>.

c. Family Services/Airmen's Attic: These services will be closed for the holidays, 23 Dec 02 through 3 Jan 03. We are not accepting Airmen's Attic donations during the closure. Business will resume on 6 Jan 03 and continue on Mondays and Fridays, 1000-1400. Personnel with orders may come to the Family Support Center for Loan Closet Assistance. Call the Family Support Center at 6-0039 for more information.

d. Volunteers Needed: If you are looking for a rewarding way to help our military community, meet other people, and learn about the Base and local area, then consider volunteering at Family Services. Just a few hours a week can make a real difference in the lives of our military families. Free childcare for up to 15 hours/month is available for our volunteers. Call 6-5484 or 6-0039 for more information.

e. General Henry H. Arnold Education Grant Program: Application deadline is 14 Mar 03. The General H. Arnold Education Grant Program provides \$1,500 grants to selected sons and daughters of active duty, Title 10 AGR/Reserve, Title 32 AGR performing full-time active duties, retired, retired reserve and deceased Air Force members; spouses (stateside) of active duty members and Title 10 AGR/Reservists; and surviving spouses of deceased personnel for their undergraduate studies. Awards for the 03-04 academic year will be announced in Jun 03. POC: Lyn Smith at 5-8551.

f. Car Care Because We Care: Available to eligible spouses of ADAF members deployed for more than 30 days or on a remote tour, and first term airmen. This program keeps the "primary" family vehicle of Air Force Active Duty in top running condition by preventive vehicle maintenance. Maintenance includes oil & filter check, lubrication, and vehicle safety checks on a grant basis. Call 5-8551 to learn more.

g. Hearts Apart: This program provides bi-weekly morale calls for immediate family of military members who are deployed, TDY, or remote. Call TSgt Lefebvre at 6-1607 to set up an appointment.

h. Stress Management in the Workplace: This class is for any workplace that wants to provide training and education for their staff. Contact Linda Bastine at 6-9958 for a "tailor made" program just for your working environment.

i. Loan Closet Program: A lifesaver for those who are inbound, outbound, TDY, visiting, or being visited. Borrow Dish packs, Baking pans, Utensils, Futons, Linens, Towels. Blankets, Coffee pots, Mixers, Toasters, Irons, Ironing boards, High chairs, Strollers, Booster seats, Car seats, Card tables, Chairs, Lamps, Fans, Vacuum Cleaners, Pack-n-Play, and more. Call 6-5484 for information.

30th Services Squadron: (30SVS/SVK, 6-0276)

a. Pacific Coast Club: (For information on any Cub functions, please call 734-4375 or 734-4376).

\$ Club Card Drawing: The drawing is every Friday between 1700 and 2000. \$50 giveaway in each lounge each week. Must be present to win.

Entertainment/Events:

♫ **Mug Night:** 20 Dec 02, 2100-0200, Enlisted Lounge.

♫ **Live Music Of "DZIRE":** 20 Dec 02, 1800-2200, Officers' Lounge.

Menu:

🍽️ **Weekly Lunch Schedule:** Mondays-Build Your Own Taco Salad, Tuesdays-Mexican, Italian, or Oriental Buffet (on a rotating schedule), Wednesdays-Santa Maria BBQ Buffet, Thursdays-Chicken and Ribs Buffet, and Fridays-Seafood Buffet.

b. Fitness Center: (30SVS/SVMP, 6-3832)

🚴 **Body Composition Testing:** 18 Dec 02, 1100-1300. Available in both locker rooms.

c. Bowling Center: (30SVS/SVK, 6-3209/734-1310)

🎳 **Airmen's Night:** 19 Dec 02, 1700-2100. Every Thursday night at the Bowling Center, E-4's and under bowl for just \$1 per game.

d. Library: (30 SVS/SVT, 6-6414)

📞 **Dial-A-Story:** The library's storytelling telephone service is back! Just dial up 6-4300 and listen in on some fantastic stories over the phone. Available 24/7, stories usually change out Sundays.

e. Youth Center: (30SVS/SVYY, 6-2152)

🏹 **Membership Drive:** 18-20 Dec 02. Get a \$5 discount on 03 memberships during this drive.

f. Marshallia Ranch Golf Course: (30SVS/SVRG, 6-6262)

🏌️ **Christmas Turkey Shoot:** 21 Dec 02, 0730 tee time. Format is a 2-person Scramble. Cost is \$10 per player. Sign up at the Pro Shop no later than 19 Dec 02.

g. Services Center: (30SVS/SVYR, 6-7976)

📦 **UPS Shipping:** The Services Center has UPS shipping available for your holiday needs.

🎁 **Natural Knead Massage** Gift baskets and gift certificates are available for the holidays.

🎧 **"Tops In Blue" Talent Search:** Submission deadline is 20 Dec 02. Must be active duty military. Contact Lynn Warner at the Services Center for a private audition at 5-8974 (Video tapes may also be submitted)

h. Family Child Care: (30SVS/SVYD, 6-4639)

👶 **Child Care Providers:** The need for Child Care Providers has never been greater! Help make a difference and find out how you can become a licensed childcare provider. Contact Gwendolyn Jones at 6-4639 or 6-3255.

i. Outdoor Recreation/Equipment Checkout: (30SVS/SVRO, 6-5908)

🔧 **Winterizing Equipment:** Make an appointment with Outdoor Recreation to learn how to winterize you lawn equipment. Also, for those who are about to PCS, learn how to safely disassemble those items for packing and storing.

Education Center: (30MSS/DPHE, 5-5904).

a. American Military University: Is now offering free undergraduate tuition to spouses of active duty members that are also attending the college as an undergraduate student. The program is called Spouse Schoolmates Scholarship. For more information contact AMU at (703)-330-5398 or on the Internet at <http://www.apus.edu/amu/home/default.asp>.

b. The Air Force Spouse Scholarship program: Is designed to encourage Air Force spouses worldwide to pursue associate/bachelor undergraduate or graduate/postgraduate degrees. The Aerospace Education Foundation provides an annual Spouse Scholarship to spouses of Air Force Active Duty, Air National Guard or Air Force Reserves. The scholarship is for \$1,000 and applications/instructions are available at the Base Education Center, Bldg 14001. Applications will be accepted from 27 Nov 02 through 31 Jan 03. If you need more information call the Base Education Center at 5-5904 or Kathy Moran at 5-5905.

c. Holiday Testing Schedule: The holiday testing schedule is as follows: No Testing on the 25, 26 or 31 Dec 02. No testing on 1-2 Jan 03. Testing: 30 Dec 02, 0800 and 1300.

d. University of Laverne Winter Registration: Winter classes commence on 6 Jan 03. Register for a Masters in Business, and add a concentration in Leadership or Information Technology. We offer a Bachelors Degree in Business Administration or Organizational Management. If interested please contact the Base Education Center at 5-5917 or 734-1306.

e. Embry Riddle Aeronautical University offers Two Bachelor Degree programs: We offer two Bachelor Degrees in Professional Aeronautics and Management of Technical Operation and also offer two Master Degree Programs in Aeronautical Science and Business Administration. Our Master Program classes are taught at our off-base location at 3875-F Constellation Road, Vandenberg Village. Registration for Spring 03 will run through 10 Jan 03. Embry-Riddle is located in the Education Complex, 144 Wyoming Ave. Bldg 14004 Room A-1. Our office hours are Monday through Thursday 0900-1730 and Fridays 0900-1200. If interested in our Programs please call us at 6-6557 or 734-4076 or by email erau@sbceo.org.

Computer Training: (MCA, 6-3771)

a. Personal Computer Systems Training: Call for information and dates for our new classes, **Adobe Acrobat Writer, Photoshop Elements, and Advanced Access**. Learn Introduction to Computers -- A basic classes for beginners; Word 2000; Word Advanced; Excel 2000; Excel Advanced; PowerPoint 2000; Access 2000 Beginning; Access 2000 Intermediate; Access Lab, Palm PDA Beginning, and Project 2000; Publisher 2000, Front Page 2000, Outlook, and Outlook Email Only. In addition to the existing traditional demonstration/lecture courses offered at the Computer Training Facility located within Bldg. 9360, MCA Engineers, Inc. also reserves 4 hour blocks of time specifically for those students interested in completing Computer Based Training (CBT) Courseware. This provides an alternate method for those who are unable to satisfactorily complete CBT's at their Personal Computer in their work environment. Slots are available both in the morning and afternoon time frame. Call for more information, or e-mail to: lexi.schwartz@vandenberg.af.mil.

b. Computer Tip: MORE DRAG AND DROP - Next time you need to move something within your document, use the keyboard, as follows:

1. Select the text you want to move.
2. Press **F2**.
3. Position the cursor where you want to move the text.
4. Press **Enter**.

In many cases, using the keyboard is a much easier and faster method of moving text, especially if you're moving it long distances. POC Lexi Schwartz 6-3771

c. Available Classes: The following classes currently have room and are available on a "first come-first serve" basis. Email us to register for classes you would like to attend.

| Course Name | Date(s) | Time |
|-------------------------------------|----------------|-------------|
| Publisher 2000 | 12/17-19 | 08:00-11:00 |
| Office - Drawing Toolbar | 12/18 | 11:30-12:30 |
| IAAP Managers | 12/18 | 08:00-11:30 |
| ADPE EC Training | 12/18 | 09:00-11:00 |
| Photo - Image Correction | 12/20 | 11:30-12:30 |
| Pocket PC | 1/6 | 08:00-11:00 |
| Outlook | 1/6-8 | 13:00-16:00 |
| Office - Customizing Toolbars | 1/6 | 11:30-12:30 |
| Project 2000 | 1/7-10 | 08:00-11:00 |
| UCM Training | 1/8 | 08:00-11:30 |
| Photo - Cropping and Cloning | 1/8 | 11:30-12:30 |
| Outlook Email Only | 1/9 | 13:00-16:00 |
| Internet Explorer - Tips and Tricks | 1/10 | 11:30-12:30 |
| Defense Message System | 1/10 | 13:00-16:00 |

Note: Walk-ins are always welcomed!

American Red Cross: (ARC, 736-5110)

Class Schedule: **Santa Maria** 222 W. Carmen Lane, 928-0778. Call to reserve a spot or e-mail: disaster@sbaco-redcross.org

| Training Course | Date | Time |
|--|-------------------|-------------|
| California Child Care MOD 1 (8hrs) Includes Adult, Infant/Child CPR and Pediatric First Aid for Child Care Licensing | 18 Dec 02 \$45 | 1700-1900 |
| California Child Care MOD 1 (8hrs) Includes Adult, Infant/Child CPR and Pediatric First Aid for Child Care Licensing (Lompoc) | 19 Dec 02 \$45 | 0800-1700 |
| California Child Care MOD 1 (8hrs) Includes Adult, Infant/Child CPR and Pediatric First Aid for Child Care Licensing | 21 Dec 02 \$45 | 0800-1700 |

For Sale: Round maple wood dining table and four chairs. Good condition. FREE. Full-size bed-frame. Good condition. \$100. Call 937-3913.